PMP Reviewers

PMP reviewer: An employee who supervises a PMP supervisor. Commonly referred to as the PMP employee's second-level supervisor. A PMP reviewer can also be a PMP employee, PMP supervisor, agency director, or HR advisor.

Online PMP Menu Options

The Online PMP menu options assigned to you are based on your PMP role.

PMP reviewers have access to the same functions available to PMP supervisors in the **SUBORDINATES** menu (see page 16). In addition, PMP reviewers have the following menu option:

2nd-Level Review/Approval—This function allows the PMP reviewer to access and approve the performance evaluations that have been approved by PMP supervisors.

If a PMP reviewer is also a PMP employee, he or she has access to the **PERSONAL DRAFTS** menu options listed on page 11 in the "PMP Employee" section of this guide.

All PMP users have access to the **HELP** menu.
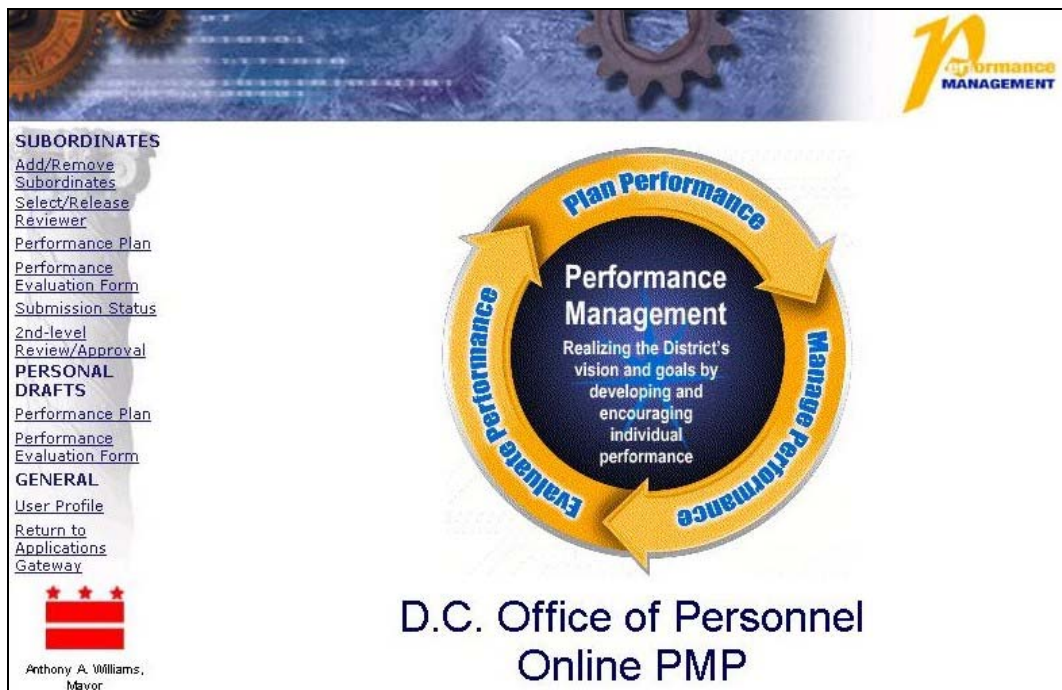
PMP Reviewer's Main Page

Reviewing Performance Evaluations

1. Login to Online PMP through the HR Applications Gateway at http://dcopedm.dcop.dc.gov/gateway/.

2. On the **SUBORDINATES** menu, click **2nd-Level Review/Approval**.

- If there are not performance evaluations waiting for your review, Online PMP states, "No Performance Evaluations need to be reviewed."

- If there are evaluations waiting for your review, a table displays, which includes the employee name, last four digits of the employee's social security number, supervisor name, type of evaluation (mid-year or annual), and fiscal year. If there are evaluations waiting for your review, click the radio button next to the appropriate evaluation. Then click **Select Performance Evaluation**.

3. Review performance evaluations:

The employee's performance evaluation (as approved by the supervisor) displays on your screen. Review all comments and numeric ratings.

- If you do not approve of the performance evaluation contents as approved by the supervisor, click **REVISE** on the Online PMP toolbar at the top of the screen. A text box appears with the question, "Are you sure you want to request that the Supervisor revise this Performance Evaluation?" Click **OK** if you want to request revisions. Online PMP notifies the supervisor who created the evaluation by email. Online PMP then displays the message, "Revision Requested." You must give changes to the supervisor either orally or in writing. Reviewers cannot revise performance evaluations in Online PMP. The supervisor is responsible for revising the evaluation in Online PMP.

- If you approve of the performance evaluation, click **APPROVE** on the Online PMP toolbar at the top of the screen. Online PMP notifies the supervisor by email indicating that the evaluation has been approved and he or she can now discuss the performance evaluation with the employee.

Upon final approval by both the supervisor and reviewer, the supervisor and the subordinate discuss the performance evaluation in a face-to-face meeting. The employee, supervisor, and reviewer sign a hard copy of the performance evaluation. Completed annual performance evaluations are filed in the employee's OPF.

Remember that an evaluation *does not* register as complete until both the supervisor and reviewer have approved the performance evaluation in Online PMP.

Creating Performance Evaluations for Your Subordinates

The process for creating performance evaluations for your subordinates is the same as detailed on page 18 in the "PMP Supervisors" section of this guide.

Creating Performance Plans for Your Subordinates

The process for creating performance plans for your subordinates is the same as detailed on page 20 in the "PMP Supervisors" section of this guide.